



KAISER • HILL
COMPANY

INTEROFFICE MEMORANDUM

DATE: September 10, 1997

TO: Gary Voorheis, Nuclear Operations, B111, X3019

FROM: Alan Parker, CPI, B111, X4163 *Alan M. Parker*

SUBJECT: RMRS APPENDICES TO SSOC TRAINING IMPLEMENTATION MATRIX
BUILDINGS 374 & 774 - AMP-136-97

Ref: F. P. Hughes ltr, FPH-100-97, to Alan Parker, Training Implementation Matrix
(TIM) Approval Buildings 374 & 774, August 29, 1997

The referenced letter transmitted for K-H approval the RMRS Training Implementation Matrix (TIM) appendices to the SSOC TIM for RMRS Waste Management and Treatment Operations in Buildings 374 and 774. Closure Projects Integration coordinated the review of the referenced document with Nuclear Operations (A. W. Kuester) and is satisfied with its content.

Please include these appendices with the SSOC TIM submittal to the DOE, Rocky Flats Field Office for Buildings 374 and 774. If you have any questions please contact Kevin Daniels at extension 5844.

KWD:rwa

Attachments:
As Stated

cc:

K-H

Steve Crowe
Kevin Daniels w/o Attach.
Arlan Kuester
John Miller w/o Attach.

RMRS

Fred Hughes w/o Attach.
Terry Overlid w/o Attach.
Doug Reinhart w/o Attach.

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IA -A-00007

**BUILDING 374
TRAINING IMPLEMENTATION MATRIX**

REVISION #0

COPY # 35

**WATER MANAGEMENT & TREATMENT OPERATION
ROCKY MOUNTAIN REMEDIATION SERVICES (RMRS)**

MISSION:

Baseline Mission (Category 2 Nuclear Facility)

- a. Prevent a release of radioactive or hazardous material into the environment from operation of the water treatment system.
- b. Maintain compliance with laws and regulations pertaining to nuclear facility management, safety, health, and environment.
- c. Perform/support waste management activities.
- d. Receive and treat chemically and/or radioactively-contaminated liquid waste from Site process buildings.

Prepared by:

L D Rembert

Compliance Training Manager

8-28-97

Date

Reviewed by:

RP Zeel

374 Team Lead

8-28-97

Date

Approved by:

John E. Faw for Ann Tyson

Vice President, Environmental Restoration

8/28/97

Date

**NOTE: These concurrences and approval pertain to RMRS documents
RF/RMRS-97-061 & -062.**

Appendix 2

**QUALIFICATION/CERTIFICATION REQUIREMENTS MATRIX FOR
NUCLEAR FACILITIES AT
ROCKY FLATS ENVIRONMENTAL TECHNOLOGY SITE
ROCKY MOUNTAIN REMEDIATION SERVICES, LLC (RMRS) SUPPLEMENT
(Includes Qualified Positions Required)**

Building 374 (Category 2 Nuclear Facility)

1. Baseline Mission (FSAR for Building 374, 6/87)
 - a. Prevent a release of radioactive or hazardous material into the environment from operation of the water treatment system.
 - b. Maintain compliance with laws and regulations pertaining to nuclear facility management, safety, health, and environment.
 - c. Perform/support waste management activities.
 - d. Receive and treat chemically and/or radioactively-contaminated liquid waste from Site process buildings.

2. Staffing Requirements

KEY: Q = Qualified position; QD = Qualification Document; QSP = Qualification Standard Package.

NOTE: Building owner is Safe Sites of Colorado, L.L.C. (SSOC), so management of the building and landlord functions associated with the monitoring, surveillance, calibration and maintenance of engineered safety features are not handled by RMRS, with the exception of water treatment containment systems. As a tenant, RMRS is responsible for the training and qualification of its treatment operations personnel and supplying information to the SSOC Facility Manager for the Building 374 List of Qualified Individuals (LOQI).

- | | | |
|----|--|--------------------|
| a. | <u>Managers</u>
Team Lead | Q |
| b. | <u>Operators</u>
Process Specialist | Q, QSP |
| c. | <u>Technical Support</u>
Engineering Technologist | Q |
| d. | <u>Maintenance</u>
Maintenance Technologists | Q, QD ¹ |

¹ Both RMRS and SSOC maintenance trade personnel perform maintenance tasks on water treatment system in B374. RMRS is not responsible for other maintenance performed on the building, including engineered safety features other than the water containment systems within which RMRS operates. RMRS Team Lead informs SSOC maintenance management of area-specific training requirements for work in water treatment area. QD is for RMRS personnel.

Appendix 2

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ROCKY MOUNTAIN REMEDIATION SERVICES, LLC (RMRS) SUPPLEMENT
(Includes Qualified Positions Required)**

Building 374 (Category 2 Nuclear Facility)

3. Building Drill Requirements²

Criticality/Evacuation/Accountability	Annual
Hazardous Material Release	Annual
Fire	Annual
Radiation Protection	Semi-Annual

4. Continuing Training Goals

See Section VI of the RMRS Building 374 Training Implementation Plan.

5. Proficiency Requirements (N/A)

RMRS operations at Building 374 require no certified personnel positions, so no proficiency requirements apply.

6. Certification and Qualification Authority

Certification Authority (N/A)

There are no certified personnel positions supporting operations at Building 374.

Qualification Authority

Building 374 Team Lead

Water Management and Treatment Manager

² SSOC is responsible for scheduling and implementing drills, with participation by RMRS personnel.

APPENDIX 3 - BUILDING 374 COMPLIANCE MATRIX FOR DOE ORDER 5480.20A

RF/RMRS-97-062
RMRS SUPPLEMENT

Rev. 0 Date 8/28/97

ORDER REQUIREMENTS	REQ. MET YES/NO	EXCEPTION TAKEN TO REQ. YES/NO	COMPLIANCE REFERENCE, CORRECTIVE ACTION, OR JUSTIFICATION	ACTION TO BE TAKEN BY GROUP/ PERSON	COMPLETION %/DATE
GENERIC REQUIREMENTS (New requirements indicated with a *)					
CONTRACTOR REQUIREMENTS DOCUMENT					
*6. Perform periodic systematic evaluations, using DOE-STD-1070-94 for training and qualification programs.	Yes	No	Training Users Manual (TUM), Training and Qualification Program, 96 RF/T&Q-0005 Section I. Kaiser-Hill (K-H) periodically conducts systematic evaluations of training programs. DOE-STD-1070-94 is used as a reference in the TUM section concerning program evaluations. The RMRS Training Group (RT) provides for the company level training and qualification (T&Q) program direction and evaluation, and assists facility management in the implementation and compliance to the T&Q program requirements within RMRS nuclear facilities.		
CHAPTER I GENERAL REQUIREMENTS					
2. TRAINING ORGANIZATION					
One or more organizations are established to be responsible for the training of operating organization personnel.	Yes	No	The RMRS Qualification Authorities to sign Qualification Documents (QD) RMRS operations personnel in Building 374 are the Team Lead and the Water Management and Treatment Manager, as designated in the Building 374 Training Implementation Plan (TIP). The RT tracks and schedules the related T&Q activities, and is responsible for the overall T&Q program effectiveness.		
*This organization(s) is held accountable for providing facility line management with the support necessary to ensure that personnel in the operating organization are qualified to safely and effectively meet job requirements.	Yes	No	The RT Group answers to senior management on the adequacy of line management T&Q support. RMRS operations management provides for sufficient funding to execute the required T&Q activities in Building 374.		
The responsibilities, qualifications, and authority of training organization personnel (including subcontractors) are documented, and managerial responsibilities and authority clearly defined.	Yes	No	The RMRS Training Manual (RTM) identifies the sitewide programmatic approach to personnel training and qualification, including requirements for qualifying instructors. RTM, Section III details the training organization responsibilities and presents qualification requirements for instructors. The TUM discusses training oversight and the interaction of various training		

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departments at the site.					
3. SUBCONTRACTOR PERSONNEL QUALIFICATION					
Subcontractor personnel meet the qualification requirements for the job function to be performed.	Yes	No	The Qualification Program Tracking (QPT) system is used to verify and maintain compliance with the RTM, Section IV.B and the Building 374 TIP, Section II, for RMRS subcontractors. SSOC and DCI personnel performing activities within the water management operations area of Building 374 are not RMRS subcontractors and are qualified in accordance with their company's T&Q program.		
The operating organization ensures that subcontractor and temporary personnel who perform specialized activities such as radiation protection, maintenance, in-service inspection, radiography, and welding are qualified to perform their assigned tasks by properly documenting one of the following:	Yes	No	Same as 3.		
a. The satisfactory result of an audit of subcontractor records which relate to qualification of the subcontractor personnel being considered for assignment by the operating organization; or	Yes	No	Same as 3.		
b. Previous verification (within 2 years) of the ability of the subcontractor employee to perform assigned tasks safely and efficiently; or	Yes	No	Same as 3.		
c. Successful completion by the subcontractor employee of those segments of the operating organization's qualification program which are considered pertinent to the accomplishment of the task to be performed.	Yes	No	Same as 3.		

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Subcontractor personnel who do not meet the requirements, for work activities on engineered safety features identified in the SAR are supervised by a person who meets the qualification criteria established by the operating organization for conduct of such activities.	N/A		SSOC has responsibility for work activities on engineered safety features (ESFs) in Building 374. See the SSOC TIM.		
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4. PERSONNEL SELECTION

a. A process for selecting and assigning personnel into the operating organization is established.	Yes	No	Kaiser-Hill Team Salary Administration Program, TIP, and QPT.		
b. DOE approval is required on a case-by-case basis for individuals who do not meet experience requirements for a position but are assigned to the position based on a determination that the overall operating organization is balanced and strong.	Yes	No	The RTM Section IV.F.		

5. QUALIFICATION PROCESS

a. Qualification requirements for personnel in each functional level are defined based on the criteria in 5480.20A.	Yes	No	The TUM, TIP, and QPT address qualification requirements for functional levels occupied by RMRS personnel. Operating area-specific T & Q requirements for other K-H Team company personnel are defined in writing by the B374 Team Lead to their management. Generally, SSOC personnel assigned to Building 374 to accomplish their landlord functions through management and building safety activities are not subject to RMRS T & Q requirements.		
c. Technician and maintenance personnel qualification includes demonstrated performance capabilities (performance demonstrations) to ascertain their ability	Yes	No	Performance demonstrations implemented by QPT and the specific qualification packages maintained by RMRS maintenance management and Training Coordinator for RMRS Maintenance Technologists, in accordance with the RTM, Section IV.C.		

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to adequately perform assigned tasks.					
Participation in continuing training programs is required to maintain and improve their abilities to continue to function safely in the operating organization.	Yes	No	Continuing training goals are addressed in the TIP, Section VI. Building 374 personnel training is tracked with the Qualification Program Tracking System.		
*d. The successful completion of the requalification program and formal requalification of operators and supervisors is indicated by signature.	Yes	No	Requalification for Building 374 Process Specialists and their supervisors who operate the water treatment system and ancillary equipment is specified in the RTM and TIP.		
(THE REMAINDER OF THE REQUIREMENTS OF THIS SECTION (examination requirements) ARE REPEATED ELSEWHERE IN THE ORDER AND NOT REFERENCED HERE)					
e. Qualification may be granted only after assuring that all requirements (including training and examinations as required) and other specified requirements (e.g., medical examination) have been satisfactorily completed.	Yes	No	The TUM, the TIP, and the QPT		
f. Qualification of operators and their immediate supervisors is valid for a period not to exceed two years unless revoked for cause (e.g., medical disqualification, performance deficiencies).	Yes	No	The TUM, the TIP, and the QPT		
6. CERTIFICATION PROCESS					
a. Certification is governed by written procedures which include requirements for documented assessment of a person's qualifications through examinations and operational evaluations.	N/A		No positions at Building 374 require certification because the nature of the water treatment and treatment residual stabilization activities and nuclear material safety limits preclude criticality occurrence potential and ensure that significant quantities of fissionable materials are not directly handled or processed in this facility. (SAR)		
b. Certification may be granted only after assuring that all qualification	N/A		Same as 6a.		

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requirements (including written and oral examinations and operational evaluations) and other specified requirements (e.g., medical examinations) have been satisfactorily completed, and management has assured that the person is capable of safely performing all functions of the position.					
Certification is verified by a person or group other than the person or group that provided the training or the candidate's immediate supervisor.	N/A		Same as 6a.		
Certification is valid for a period not to exceed two years.	N/A		Same as 6a.		
c. Certification is required of positions equivalent to positions listed in 5480.20A.1.6.c.	N/A		Same as 6a.		
All other operator or immediate supervisor positions to be certified are identified in the Training Implementation Matrix.	N/A		Same as 6a.		
7. TRAINING					
*Training to support qualification and certification programs is based on a systematic approach to training.	Yes	No	The RTM and the TIP..		
*A graded approach is used to establish the systematic approach to training for operations personnel, maintenance personnel, technicians, and the technical staff.	Yes	No	The RTM, Section IV describes development of training and personnel qualification requirements using a graded approach that stresses competency to perform water treatment tasks. The JTAs performed for the RMRS operating processes document the specific development of qualification requirements commensurate with difficulty, importance and frequency of performance of water treatment tasks.		

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a. GENERAL					
Training programs consist of a combination of classroom-type and on-the-job training, including simulator and laboratory training as applicable.	Yes	No	The RTM and the TIP.		
(1)(a) Personnel who are appointed to positions in the operating organization subsequent to approval of the Training Implementation Matrix required by DOE 5480.20 of 2-20-91 meet the education and experience requirements of DOE 5480.20A.	Yes	No	Kaiser-Hill HR Manual and Rocky Flats TIM approved September 1992.		
(1)(b) Personnel who are appointed to positions in the operating organization prior to the approval of the TIM are required to participate in job-specific training and qualification/certification programs and subsequent continuing training programs.	Yes	No	The TUM, the TIP, and the QPT. All operating organization personnel in the positions listed on the Building 374 TIM Appendix 2 are required to receive the job specific training and qualification in accordance with these documents.		
(3) Qualification and certification programs are reviewed by facility management and kept up to date to reflect changes to the SAR, procedures, regulations, and applicable industry operating experience.	Yes	No	The RMRS Water Management and Treatment Group maintains and updates the T & Q program for the water treatment operations personnel in Building 374 independent of SSOC facility management. Information on changes to the SAR and related building safety envelope procedures are transmitted by SSOC facility management and incorporated by RMRS into the qualification program for water treatment operations personnel. RMRS also updates the qualification program for changes to the water treatment operation procedures, regulations and the lessons learned program maintained by the Team Lead.		
Team training is incorporated into the training program if job functions require team solutions and activities.	Yes	No	Team training is employed, but personnel are qualified individually.		

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b. Training Process					
*A systematic approach to training is used to establish initial and continuing training programs to ensure operating organization personnel are qualified to perform job requirements.	Yes	No	Building 374 TIP and appendices. The JTAs for Process Specialists used a systematic approach to assessment of task functions, hazards to which water treatment operations personnel are exposed and necessary, specialized, task-specific training. Use of the QPT tracks the status of personnel qualifications and continuing training. These actions are consistent with the RTM.		
c. Initial Training					
Initial training programs are established for operating organization personnel at operable nuclear facilities to develop or enhance their knowledge and skills to perform job assignments.	Yes	No	The TUM and the TIP.		
Examinations (written, oral, operational evaluations, performance demonstrations) on material included in the training programs are administered and documented as appropriate.	Yes	No	The RTM, Section IV.C. Written examinations are used for some of the initial training courses and task-specific qualification standard packages (QSPs) required for qualification. Oral examinations are applied and documented to test the qualification of RMRS personnel for the Operator position of Process Specialist in some of the QSPs. Additional examinations in the form of operational evaluations and performance demonstrations, are identified in the QSPs.		
Operational use of trainees is in accordance with (IAW) 5480.20A.1.7.c.	Yes	No	Conduct of Operations Manual, Chapter 3		
d. Continuing Training					
Continuing training programs are established for operating organization personnel who perform functions associated with engineered safety features as identified in the facility SAR.	N/A		Other than glovebox surveillances for process area equipment gloveboxes, RMRS operating personnel are not responsible for the engineered safety features (ESFs) in Building 374. See SSOC TIM. The Process Specialist QSPs in the Building 374 TIP, Appendix 2, address glovebox surveillance integrally with the task-specific qualification for the process area. Continuing training for these QSPs is established in the TIP, Section VI, and the corresponding		

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(1) Continuing training is structured commensurate with specific position needs.	Yes	No	JTAs. Same as 7d.		
Continuing training is administered on a cycle not to exceed two years.	Yes	No	The RTM, Section IV.G, and Building 374 TIP, Section VI.		
Continuing training includes, at a minimum, training in significant facility system and component changes, applicable procedure changes, applicable industry operating experience, selected fundamentals with emphasis on seldom used knowledge and skills necessary to assure safety, and other training as needed to correct identified performance problems.	Yes	No	Same as 7d.		
(2) Periodic examinations (written, oral, operational evaluations, performance demonstrations, as applicable to the position) are administered and documented throughout the cycle on material included in the operator (operators and their immediate supervisors) training programs.	No	No	Periodic written exams are employed for some of the core courses in TIP Appendix 1. A review of the Process Specialist tasks, JTAs and QSPs is underway to assess needs for continuing training upgrades via administering periodic oral examinations and operational evaluations.	B374 TC	9/30/97
(3) Continuing training programs for certified operators include preplanned classroom-type training, on-the-job training, and operational evaluations on a regular and continuing basis.	N/A		There are no certified operator positions at Building 374 because significant quantities of fissionable material are not handled in the Building.		
Continuing training programs for certified operations personnel includes, at a minimum, the following training items as related to job performance:					
(a) Training and examination covering abnormal facility procedures and	N/A		Same as 7.d.3.		

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emergencies at least annually for certified operators and certified supervisors;					
(b) Training drills conducted in the facility or on a simulator to enable personnel and operating teams to maintain their ability to respond to abnormal and accident situations.	N/A		Same as 7.d.3.		
Training drills conducted in the facility do not lead to or have the potential for safety concerns	N/A		Same as 7.d.3.		
(c) Instruction in the use of facility systems to control or mitigate accidents, including both classroom and training conducted in the facility.	N/A		Same as 7.d.3.		
(d) Training on the subjects indicated in 5480.20A.1.7.d.(4).(d) 1 through 8 as applicable to the position, whenever examinations and experience (Industry and nuclear facility specific) or evidence indicates a need for emphasis.	N/A		Same as 7.d.3.		
e. General Employee Training (GET)					
A GET program is in place and all persons are trained in the subjects specified in 5480.20A.1.7.e.(1) commensurate with their job duties.	Yes	No	TUM 1-S52-T&Q-TR-004.		
(2) Visitors, contracted personnel, and temporary personnel are under continuous escort while at the facility unless they have been trained in appropriate areas from the subjects specified above to the extent necessary to ensure safe execution of their duties.	Yes	No	TUM 1-S52-T&Q-TR-004		

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(3) A written examination covering the areas specified in 5480.20A.1.7.e.(3) is required for all personnel except short-term visitors.	Yes	No	TUM 1-S52-T&Q-TR-004		
Persons who do not pass this examination are not permitted access without a continuous escort.	Yes	No	TUM 1-S52-T&Q-TR-004		
(4) Changes in GET areas identified in 1.7.e(1) of the Order are included in continuing training programs for all facility personnel.	Yes	No	TUM 1-S52-T&Q-TR-004		
f. Probabilistic Risk Assessment (PRA) Training					
For those facilities for which a PRA has been performed, PRA results are included in initial and continuing training programs for operations and technical support personnel IAW 5480.20A.1.7.f.	N/A		A PRA has not been performed nor is one planned for Building 374; therefore this requirement is N/A.		
g. Technician and Maintenance Personnel Training					
(1) Personnel in this category are qualified to perform tasks associated with their job specialty, or are directly supervised.	Yes	No	Building 374 TIP, Sections IV and V and Appendix 1. Core training is specified in TIP Appendix 1 for entry to Building 374 and the RMRS operating area for RMRS Maintenance Technologists.		
(2) Training is provided on engineered safety features identified in the facility SAR and includes the systems (as applicable) and elements specified in 5480.20A.1.7.g.(2).	N/A		Technician and maintenance work on ESFs are the responsibility of SSOC in Building 374.		
(3) Training program content for radiological control technicians (RCT) is in accordance with the requirements contained in 10 CFR 835, Occupational Radiation Protection, and DOE/EH-0256T, DOE Radiological Control Manual.	N/A		RMRS is not responsible for RCTs in Building 374.		

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RCT training program elements (i.e., selection, training process, continuing training, qualification) are in accordance with the requirements of this Order.	N/A		RMRS is not responsible for RCTs in Building 374.		
h. Technical Staff Training					
(1) A list of specific technical support personnel positions that have a direct impact on employee, facility, or public safety is developed.	Yes	No	The RMRS technical support position entitled Engineering Technologist listed in the TIP for the water treatment operation in Building 374 has the potential to directly affect safety.		
(2) A training program is established for entry-level technical support personnel.	Yes	No	See the TIP. The training and qualification program for entry level personnel is the standard program shown for any Engineering Technologist.		
Subject areas (as appropriate to the position) specified in 5480.20A.1.7.h.(2) are included in the training program.	Yes	No	The topics found applicable are listed in the TIP appendices.		
i. Management and Supervisory Training					
The topics listed in paragraph 1.7.h.(2) are included as appropriate.	Yes	No	The TIP and Process Specialist JTAs.		
Training programs for managers and first line supervisors are established and contain the topics listed in 5480.20.1.7.i.(1)&(2) as appropriate.	No	No	Management and supervision personnel formerly participated in the Rocky Flats Manager/Supervisor Academy as documented through Site training records. An assessment of the scope and responsibilities of all RMRS management and supervision positions is in progress. Following that assessment and any indicated re-alignments, appropriate training topics from the Order will be evaluated for the position scopes and responsibilities and the manager/supervisor training program will be revised accordingly.	RMRS Line Mgmt. & RT	11/30/97
8. OPERATOR AND SUPERVISOR EXAMINATIONS					
Comprehensive written and oral examinations and operational evaluations are prepared and administered for initial certification of certified	N/A		Same as 7.d.3.		

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operators and supervisors.					
Comprehensive written examinations and individual performance demonstrations are prepared and administered for the initial qualification of other operators and supervisors.	No	Yes	Written exams are used for some of the task-specific QSPs for water treatment Process Specialists and their Supervisors. Other task-specific QSPs are completed using oral examinations, since these tasks are geared exclusively to water treatment system control manipulations wherein oral tests were judged more appropriate to assess capability. Per FSAR Chapters 6 & 7, nuclear criticality is not a credible threat and environmental release hazards have a very low probability. Due to these low hazards, RMRS' graded approach, as allowed by TUM 96-RF/T&Q-0005, Section 1, does not include comprehensive written examinations for Process Specialists. However, all QSPs include individual performance demonstrations.		
Separate oral examinations and operational evaluations are administered to Category A personnel (they may be combined for Category B and non-reactor nuclear facilities).	Yes	No	Oral examinations and operational evaluations are combined for water treatment Process Specialists.		
These examinations contain a representative sampling of the knowledge and skills identified in and derived from the learning objectives resulting from the systematic analysis of the position, and from information in the SAR, system description manuals and operating procedures, lessons learned from Occurrence Reports, and other applicable sources.	Yes	No	The JTAs for task-specific Process Specialist QSPs. Note that the JTAs do not analyze the "position" in a single analysis, but rather assess a specific set of duties for each part of the water treatment operation.		
a. Written procedures which address examination/evaluation development, approval, security, and administration are in place to administer examinations and operational evaluations.	Yes	No	TUM, Training and Qualification Program, 96 RF/T&Q-0005.		
Written procedures are in place to establish and maintain examination question banks.	Yes	No	TUM, Training and Qualification Program, 96 RF/T&Q-0005.		

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b. The oral examination content is tailored to evaluate the candidate's operational knowledge (initial/continuing training program subjects) and organizational awareness to determine how the individual will function in an operating environment.	Yes	No	RTM, Section IV.		
9. OPERATOR AND SUPERVISOR REEXAMINATIONS					
Reexaminations for certified and qualified operators and supervisors include subjects in which the person is expected to be knowledgeable and emphasize those subjects covered by the continuing training program.	Yes	No	The Process Specialist JTAs identify the type and frequency of re-examinations and the necessary skills and knowledges to be verified. Re-examinations are based on the continuing training program materials and the JTA skills and knowledge.		
Comprehensive biennial examinations or periodic examinations throughout the continuing training cycle are administered.	No	Yes	Re-examinations are administered at the end of the 2 year continuing training cycle for Process Specialist QSPs, but there is no comprehensive examination for the position. See second and fourth responses to Section 8.		
Written examinations and performance demonstrations are administered to requalify operators and supervisors.	No	Yes	See second and fourth responses to Section 8. In the same way, written re-examinations are not required for requalification on the Process Specialist QSPs. Oral examinations and individual performance demonstrations are administered.		
Written and oral examinations and operational evaluations are administered to recertify operators and supervisors.	N/A		There will be no certified operator or supervisor positions in Building 374.		
Separate biennial oral examinations and operational evaluations are administered to Category A personnel (they may be combined for Category B and non-reactor nuclear facilities).	N/A		There will be no certified operator or supervisor positions in Building 374.		

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10. REQUALIFICATION					
Operators and their supervisors are not allowed to continue to function in qualified or certified positions if they have not completed all of the requalification or recertification program elements (continuing training and associated examinations) within the two year continuing training cycle.	Yes	No	RTM, Section IV.G and TIP, Section VI.		
If a qualified or certified operator or supervisor fails a requalification or recertification examination, or shows serious job performance deficiencies which indicate that he or she may perform in an unsafe manner, the individual is removed from activities requiring qualification or certification.	Yes	No	TUM and RTM, Section IV.I.		
a. Qualification or certification is regained only after completing remedial training designed to correct the deficiency(s) and satisfactory completion of a reexamination.	Yes	No	TUM and RTM, Section IV.I.		
(1) Recertification includes a review of individual operating performance during the past certification period by either line management, by a committee, or by a person designated by management and a current medical examination.	N/A		There will be no certified operator or supervisor positions in Building 374.		
b. When a certified operator or supervisor has been absent from certification duties for greater than 3 months, but less than 12 months, selected retraining (including written and oral examinations and operational evaluations) is provided as	N/A		There will be no certified operator or supervisor positions in Building 374.		

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the exception procedure by the Operations Office Manager.					
d. If challenge examinations are administered, they are sufficiently comprehensive to adequately test the learning objective(s) that are stated in the training program.	Yes	No	TUM 1-S49-T&Q-EX001		
12. EXTENSIONS					
a. Written procedures which include the elements contained in 5480.20A.1.12.a.(1) through (3) are in place to control extensions of qualification and certification.	Yes	No	TUM 96-RF/T&Q-0005		
b. Extension of certification is approved by the Operations Office Manager.	N/A		There will be no certified operator or supervisor positions in Building 374.		
Extension of qualification is approved by contractor management.	Yes	No	TUM 96-RF/T&Q-0005		
13. ALTERNATIVES TO EDUCATION AND EXPERIENCE					
a. Alternatives to the education requirements specified are considered on a case-by-case basis and approved and documented by the operating organization.	Yes	No	K-H Manual HSP-5.06 and RTM, Section IV.F.		
A system or written procedure is in place for determining alternatives to educational requirements using the guidelines provided in 5480.20A.	Yes	No	K-H Manual HSP-5.06 and RTM, Section IV. F.		
(4) Related experience may substitute for education at the rate of six semester credit hours for each year of experience up to a maximum of 60 credit hours.	Yes	No	K-H Manual HSP-5.06 and RTM, Section IV.F.		

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b. A system or written procedure is in place for determining alternatives to experience requirements using the guidelines provided in 5480.20A.	Yes	No	K-H Manual HSP-5.06 and RTM, Section IV.F.		
(1) Formal education is not allowed to substitute for more than 50 percent of the experience requirement unless otherwise stated in 5480.20 requirements.	Yes	No	K-H Manual HSP-5.06 and RTM, Section IV.F.		
(2) Job-related training in the position sought may qualify as equivalent to nuclear experience on a one-for-one basis for up to a maximum of two years.	Yes	No	K-H Manual HSP-5.06 and RTM, Section IV.F.		
15. RECORDS					
Written procedures are in place that specify requirements for the maintenance of training, qualification, and certification records for operating organization personnel.	Yes	No	TUM 96 RF/T&Q-0005		
a. Qualification and certification of personnel is documented in an easily auditable format.	Yes	No	TUM 96 RF/T&Q-0005		
Individual qualification and certification records include all items specified in 5480.20A.1.15.a.(1) through (7).	Yes	No	TUM 96 RF/T&Q-0005		
b. A historical record that documents initial qualification or certification, and applicable information from a. above, that verifies the most recent qualification or certification is retained in individual records.	Yes	No	TUM 96 RF/T&Q-0005		

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CHAPTER IV NON-REACTOR NUCLEAR FACILITY PERSONNEL

2. ENTRY LEVEL

a. MANAGERS

Meets the following prior to assuming the position.

(1) Has a BS in engineering or related science.	Yes	No	K-H Team Salary Administration Program and TIP.		
(2) Experience; 4 years nuclear. (3)(a) A degree may fulfill 3 years (job related education or experience may substitute for a degree).	Yes	No	Same as 2a(1).		
(3)(b) Establish facility-specific training based upon comparison of persons background and abilities with position requirements.	Yes	No	Same as 2a(1).		
(c) The Training Manager has a Baccalaureate which includes courses in education and technical subjects.	Yes	No	Same as 2a(1).		

b. SUPERVISORS

Meets the following prior to assuming the position.

(1) Has a High School Diploma.	Yes	No	K-H Team Salary Administration Program, CBA, Job Position Descriptions and TIP.		
(2)(3) Experience; 3 years nuclear of which full-time academic training may fulfill 2 years.	Yes	No	Same as 2b(1)		

c. OPERATORS

(1) Has a High School Diploma.	Yes	No	K-H CBA, Job Position Descriptions and TIP.		
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d. TECHNICIANS					
(1) Experience; 1 year job related.	Yes	No	Same as 2c(1)		
e. MAINTENANCE PERSONNEL					
(1) Experience; 1 year maintenance related.	Yes	No	Same as 2c(1)		
f. TECHNICAL SUPPORT PERSONNEL					
(1) Baccalaureate in engineering or related science	Yes	No	Same as 2a(1). Section IV of the Building 374 TIP describes the alternative use of job-related experience and training in place of the BS degree. This alternative has been duly acknowledged by the line management signoff of the TIP and memoranda to the Engineering Technologists' personnel files, in accordance with Section IV.F of the RTM.		
(2) Experience: 2 years Job related and 1 year Nuclear	Yes	No	Same as 2a(1).		
g. TRAINING ORGANIZATION PERSONNEL					
(1) Training Coordinators					
(a) High School Diploma	Yes	No	Same as 2a(1).		
(b) 2 years nuclear and 6 months on site	Yes	No	Same as 2a(1).		
(2) Training Instructors					
(a) High School Diploma	Yes	No	Same as 2b(1).		
(b) Experience: Consistent with the material being presented.	Yes	No	Same as 2b(1).		
(c) Special Requirements:					
Instructors responsible for instruction on subjects such as Technical Safety Requirements have received training	Yes	No	TUM 96-RFT&Q-0005 and RTM, Section III.B.		

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on facility operating characteristics and principles, and operating limits and their bases					
Instructors have demonstrated knowledge of instructional techniques through training or experience and are qualified by the Training Manager (or equivalent) for the material being presented.	Yes	No	Section III.B.		
3. MEDICAL EXAMINATIONS					
The physical demands imposed upon personnel for both routine and emergency functions are determined.	Yes	No	HSP 4.09, Occupational Health Department (OHD) P&PM-0406, Section Medical Surveillance & M-0010-2 Comprehensive Medical Examination Criteria		
An initial medical examination is administered to candidates.	Yes	No	HSP 4.09, OHDP&PM-0406, Section Medical Surveillance & M-0010-2 Comprehensive Medical Examination Criteria		
Certified operators, fissionable material handlers, and certified supervisors are reexamined at least every two years.	N/A		There are no certified operator, fissionable material handler or supervisor positions in Building 374.		
Certified operators, fissionable material handlers, and certified supervisors are medically cleared prior to returning to work following any sickness or injury which keeps the person from performing duties for a period exceeding one month.	N/A		There are no certified operator, fissionable material handler or supervisor positions in Building 374.		
Medical examination requirements for other operating organization personnel are established by contractor procedures.	Yes	No	HSP 4.09, OHDP&PM-0406, Section Medical Surveillance & M-0010-2 Comprehensive Medical Examination Criteria		
4. SPECIFIC TRAINING					
The depth and scope of training and qualification programs are commensurate with	Yes	No	RTM, TUM 96-RE/T&Q-0005 and TIP. The low hazard level of water treatment operations in Building 374 is directly factored		

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the hazard level and complexity of the operations.			into the T&Q program graded approach for Process Specialists.		
a. OPERATORS					
Training is sufficiently comprehensive to cover areas which are fundamental to the job duties.	Yes	No	RTM, TUM 96-RF/T&Q-0005 and TIP.		
(1) A core of subjects such as industrial safety, instrumentation and control, basic physics, chemistry, industry operating experience, and major facility systems as applicable to the position and the facility is established.	Yes	No	RTM, TUM 96-RF/T&Q-0005 and TIP.		
(2) Training programs include on-the-job and classroom-type training on the topics identified in IV.4.a.(2)	Yes	No	RTM, TUM 96-RF/T&Q-0005 and TIP.		
b. FISSIONABLE MATERIAL HANDLERS					
Training includes the same categories specified for Operators, and additional categories listed in IV.4.b. to the extent applicable to the position.	N/A		There are no fissionable material handler positions in Building 374.		
c. SUPERVISORS					
Training includes the categories and on-the-job training specified for Operators and Fissionable Material Handlers to the extent to which they apply, and is of increased depth to reflect the added responsibility of the supervisor position.	Yes	No	TUM 96-RF/T&Q-0005 and TIP. Increased depth achieved through TIP Appendix 1 supervisor course selection and through "Supervisor Addenda" to some of the Process Specialist QSPs.		
d. CERTIFIED OPERATOR WRITTEN EXAMINATION CONTENTS					
The examination includes a representative sampling from the items listed in IV.4.d. in addition to the items listed in paragraph 4a, as appropriate to the position and to the facility.	N/A		There are no certified operator or supervisor positions in Building 374.		

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e. CERTIFIED SUPERVISOR WRITTEN EXAMINATION CONTENTS					
The examination includes a representative sampling from the items listed in IV.4.e, in addition to the items listed in paragraph IV.4.d, as appropriate to the position and to the facility.	N/A		There are no certified operator or supervisor positions in Building 374.		
f. OPERATIONAL EVALUATIONS					
The operational evaluations administered to certified operator, fissionable material handler, and certified supervisor candidates are generally similar in scope.	N/A		There are no certified operator or supervisor positions in Building 374.		
The evaluation contains questions and operational exercises and includes a facility walkthrough, and may include system and/or component operation.	N/A		Same as f above.		
Operational evaluations, to the extent applicable to the facility, require the candidate to demonstrate an understanding of, and the ability to perform the actions necessary to accomplish a representative sampling from the items listed in IV.4.f.(1)-(12).	N/A		Same as f above.		
*g. CONTROL MANIPULATIONS					
*A list of control manipulations that is based on an analysis of the job is established.	N/A		Same as f above.		
*Certified operator, fissionable material handler, and certified supervisor candidates perform control manipulations for initial certification and	N/A		Same as f above.		
*On a biennial basis as part of the continuing training program after certification is achieved.	N/A		Same as f above.		

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5. OPERATOR, FISSIONABLE MATERIAL HANDLER, AND SUPERVISOR PROFICIENCY					
Certified operators, fissionable material handlers, and certified supervisors actively participate in the job functions associated with their certification.	N/A		There are no certified operator or supervisor positions in Building 374.		
a. Procedures are established by the operating organization which define requirements and frequency necessary to maintain an active status.	N/A		Same as 5 above.		
b. If active status (proficiency) is not maintained, certification is suspended.	N/A		Same as 5 above.		
Prior to resuming duties associated with certification, the operating contractor ensures that:					
(1) Certification is otherwise current and valid; and	N/A		Same as 5 above.		
(2) The certified operator, fissionable material handler, or certified supervisor performs certification duties under the direct supervision of a certified person, as appropriate to the position, for a specific period of time.	N/A		Same as 5 above.		
c. If the facility is not operated frequently enough to meet normal proficiency requirements certification is reinstated prior to facility operation.	N/A		Same as 5 above.		